

KEESM Implementation Questions and Answers for 7/01/2015

Child Care Provider

Q. Will relationship need to be verified?

A. Clarification – provider enrollment staff will be responsible to verify if questionable.

Child Care Subsidy

Q. Is client statement used for resources, or is verification required?

A. Prudent person concept, resource limit for child care is \$1 million. Use the case file (script templates) to document that client meets this resource test.

Q. Will verification of trusts be required?

A. Current rules for other programs and verification of trusts will apply to child care

Q. Will grandparent's resources be countable for child care only cases?

A. If it is a case where grandparent's income is being counted, then yes, resource limits apply.

TANF

Q. Will the Work Incentive payment continue if the household exceeds the time limit?

A. No change to current policy. If receipt of the work incentive payment will continue past the time limit of 36 months, the client will continue to receive the work incentive payment.

Q. If an SSI parent has over 36 months of TANF, can the children receive TANF?

A. No, if an adult household member has reached the lifetime limit before applying for TANF, there is no eligibility for the household. This is current policy.

Q. How does a Work Program penalty affect TANF eligibility for clients at or near the 36 month time limit?

A. The penalty would close the case. No JOTR services.

Q. How does a Work Program penalty affect TANF eligibility for clients at or near the 36 month time limit?

A. The penalty would close the case and the worker would use the penalty related closure reason. A comparable penalty would be applied to the Food Assistance case. The comparable penalty length will be the same as the TANF penalty period would have been if the case was not closed. For example for a first work related TANF penalty, the Food Assistance comparable penalty would last for 3 months. The notice A480 or subsequent penalty notices will be sent. The field will also need to send the A430 to notify the family that they have reached their TANF time limit. The case will not be eligible for JOTR services.

Q. How is a late review treated for a TANF client who fails to timely submit the review form and the case is closed?

A. It would be treated as a new application and if the client has received 36 or more months of TANF, the application would be denied.

Q. On case example 3, clarification was requested.

A. In case example 3, the household had been approved for hardship and had not yet met the 48 month limit before being approved for SSI. Therefore, the TANF eligibility for the household remains.

Food Assistance

Vehicle Resource (Applies to all programs)

Q. Does this policy apply to only licensed vehicles?

A. No, this includes both licensed & unlicensed vehicles?

Q. What if the client says the vehicle has a blown motor (unrepairable)?

A. If the value is less than \$1500 it is exempt

Q. What if the vehicle is for sale?

A. Exempt, for bona fide effort.

Q. When does the KBB result need to be in the file?

A. This is only required when the vehicle resource results in ineligibility.

Q. Does the under 18 exemption include high school?

A. Yes.

Q. If it is a child care only case, KsCares has no place to document resources, where should the worker document.

A. Use the script template to document resources.

Q. Where do you document exempt vehicles?

A. Use the table in the script templates.

Q. Does the worker take client statement on how much is owed on a vehicle?

A. Yes, unless questionable.

Q. What mileage is used for looking up vehicles on KBB?

A. The KBB instructions provide this information. Use a standard of 15,000 miles per year.

Q. Is there still the policy if the vehicle is over 7 years old to value the vehicle at \$100.

A. No, this was removed.

Q. Will the workers have access to vehicle registration information?

A. That access was lost when KDOR updated their vehicle registration system. DCF is working to regain access for staff.

Q. The web browser (Internet Explorer 8) used by DCF does not allow access to KBB.

A. That is a local IT office issue. IE8 appears to allow access to vehicle values when tested by EES Administration staff.

Felony Drug Convictions

Q. Does this policy apply to all household members including those already DI or DF for another reason? Need examples.

A. This policy applies to all HH members.

Scenario A – Client, who would be coded **IN**, has a felony drug conviction after 7/1/15. He is coded **DF**. Client will remain **DF** for felony drug conviction until client has met the drug conviction requirements. Client then can be coded **IN** if it is a first time felony drug conviction. If it is a 2nd time felony drug conviction, client will remain coded **DF** for life.

Scenario B – Client is coded **DI** (ineligible alien), has a felony drug conviction after 7/1/15. He is coded **DF**. Client will remain **DF** for felony drug conviction until client has met drug conviction requirements. Client then will go back to being coded **DI**, if it is a first time felony drug conviction. If it is a 2nd time felony drug conviction, client will remain coded **DF** for life.

Scenario C – Client is coded **DF** (fraud), has a felony drug conviction after 7/1/15. He will remain coded **DF** for fraud until his time period is served for fraud. Client will remain **DF** for felony drug conviction until client has

met the drug conviction requirements and his time for fraud is served. Client then can be coded **IN** if it is a first time felony drug conviction. If it is a 2nd time felony drug conviction, client will remain coded **DF** for life.

Q. Should workers use INDA to track these individuals?

A. No, use the Penalty Tracking form.

Q. If there is a drug felony conviction prior to July 1, 2015 how is that considered?

A. Only convictions occurring after July 1, 2015 are included in this policy.

Q. In ImageNow (and OneNote) once a document is imaged it cannot be changed, what is the process? Does a new form need to be completed?

A. Although the original form cannot be updated, it could be printed, pen/ink changes may be made to the document and the document re-imaged to ImageNow. Or an updated document can be created and imaged.

Q. Will a PRAP code be used to track these cases?

A. No. PRAP codes will not be converted to KEES.

Child Support Cooperation

Q. For food assistance only cases, SPRD & CHSE are not in the workflow, will KAECSES be changed? What is the procedure?

A. KAECSES will not be changed. Using the script templates during the interview and the BPM process of entering case information 'as you go' the worker will be guided to these screens to input information. The worker will have to type in SPRD and CHSE to access those two screens.

Q. Is cooperation with child support reviewed at IR?

A. Not at this time. This is a new policy for food assistance clients. Information on child support cooperation will be given to the client at application and review beginning July 1, 2015.

Q. Why DI and not DF coding for the non-cooperating individual?

A. DCF is following the federal regulation that individual must have pro rata share of income counted.

Q. What if the worker is processing a change for another program and the HH is not cooperating with child support? What is the effect on the food assistance case?

A. Nothing will be done for CSS changes reported or discovered for FA. This CSS policy applies to application (FA, TANF, CC) and review only on or after 07/01/2015.

Q. What if at the time of processing a new or review application for food assistance, the client is found to be in non-coop with CSS for another program? Are they coded DI at that time?

A. Only code DI if the TANF or CC application dates are on or after 07/01/15. If the non-cooperation is for any program before 07/01/15 then code IN for FA and send referral to CSS.

Q. Does this policy apply to all household members including those already DI or DF for another reason?

A. Yes, a referral should be sent to CSS regardless of previous DI or DF. See examples linked in implementation.

Q. Is processing the food assistance application delayed waiting for information from child support services?

A. No.

Q. When should the worker review CADS information?

A. This should be part of the application and review process.

Q. What if the TANF or CC household is penalized for non-cooperation with child support after July 1, 2015? What action is taken on the open food assistance case, if any?

A. If the date of application for the program is after 7/01/2015, then the individual not cooperating will be DI for food assistance, send timely and adequate notice.

Q. If the HH has a minor mother age 17 and a child, who would be responsible to cooperate with child support, the PI or the minor mother? And if they don't cooperate, who is penalized, the PI or the minor mother?

A. If the parent who fails to cooperate is a minor parent under 18, only the individual minor parent would be DI if not cooperating with CSS.